



STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

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**December 19, 2013**

***OPEN COMPETITIVE  
Position Announcement***

**Division of Business and Taxation**

**POSITION TITLE:** Deputy Attorney General

**DUTY STATION:** Either Carson City or Las Vegas, Nevada

**APPROX. SALARY:** \$71,639.28 - \$95,650.00 (Employee/Employer)  
\$63,468.10 - \$84,740.00 (Employer Paid)

**POSITION STATUS:** Exempt (FLSA); serves at the will of the Attorney General; employment is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

**POSITION SUMMARY:** This position serves as general counsel, and provides a wide variety of legal services to the Division of Insurance within the Department of Business and Industry (Division). This position also provides legal services to the Nevada Attorney for Injured Workers (NAIW).

**POSITION CHARACTERISTICS:** As the Division's counsel, the person chosen for the position will have familiarity with administrative law. He or she also will have good legal research and writing skills, a well-developed public speaking ability, and knowledge of State and federal court procedures and court experience. He or she will also have excellent time management skills and good interpersonal skills.

**EXAMPLES OF DUTIES:** This position involves representing the Division in the regulation of the insurance industry. Duties include advising the Commissioner of Insurance on all matters relating to the regulatory responsibilities of the Division; representing the Division in various administrative hearings; prosecuting violations of the Nevada Insurance Code on behalf of the Division; assisting in the promulgation of legislation and regulations; advising and counseling Division staff on legal issues; and writing formal opinions and other responses on behalf of the Division of Insurance.

Duties also may include defending the Division in state and federal lawsuits as well as perfecting and defending appeals in Nevada Supreme Court and the Ninth Circuit Court of Appeals. Some overnight travel is required.

## **QUALIFICATIONS**

**KNOWLEDGE REQUIRED:** This position requires knowledge of substantive and procedural administrative law and practice, familiarity with insurance; laws pertaining to State government affairs, including personnel; legislative process; State and federal civil procedure and rules of evidence; computer applications, particularly as related to the performance of legal research; and rules of ethics in the practice of law. Other relevant factors that may be considered are undergraduate or graduate degree(s) in a related field.

**SKILLS REQUIRED:** Applicants must possess skill in effective written and verbal communication; presentation of administrative and judicial cases; effective appellate advocacy; analysis of complex legal problems; and proper application of legal principles to resolve problems. In particular, applicants must be able to prepare superior legal briefs and arguments. Applicants must be highly professional, well-organized, self-motivated, punctual, and team-workers.

**PHYSICAL DEMANDS:** This position requires mobility to work in a typical office setting, use standard office equipment; and travel to client offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**EDUCATION AND EXPERIENCE:** Applicants must possess a certificate of admission to the Bar of the State of Nevada and be eligible to practice law before the courts of the State of Nevada. Applicants also should have at least three years of experience as a practicing attorney.

**This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.**

Interested applicants should e-mail, fax, or deliver a cover letter, resume, and a brief writing sample to

Gina C. Session  
Chief Deputy Attorney General  
c/o Anne Goldy at: [akinsey-goldy@ag.nv.gov](mailto:akinsey-goldy@ag.nv.gov).  
No later than close of business on **January 7, 2014**.

*The Attorney General's Office is an equal opportunity employer*